

Guide Summary

The following guide is a condensed version of the ADA application process, and the frequently asked questions that may accompany the submission of an accommodation request form. For a comprehensive explanation of policies and procedures related to our commitment to the Americans with Disabilities Act, as well as other global accommodations for disabilities, please review the complete [ADA page](#) on the Certiport website.

Exam Accommodation Request Form

All candidates applying for accommodations must submit a completed [Exam Accommodation Request Form](#), which is located on the Certiport ADA page. The form asks for the following information:

- Candidate's identification including the Certiport ID or Username.
- Parent signature (if candidate is under 18).
- The specific adjustments (such as increased time) being requested.
- Rationale: the explanation of said adjustments per item requested (this may be submitted along with the supporting documentation).
- Disclosure of disability.
- Name of exam (be specific).

The form will also contain additional information such as where to submit the completed form, the types of supporting documentation that must accompany each request (see next section), as well as additional policies and guidelines in regards to the articles submitted.

Note: Check the website periodically for updated forms as disability request requirements and accommodations are subject to change.

Supporting Documentation

Along with the completed exam accommodation request form, applicants must submit current supporting documentation of their disabilities. The supporting documentation must be in the form of one of the following:

- Educational or psychological report
- Current or recent school-based special education plan
- Detailed letter from a qualified professional that describes the disabling condition, functional limitations, and rationale for the requested adjustments

The supporting documentation forms submitted must also:

- Be printed on the evaluator's or school's official letterhead
- Be signed by the evaluator, doctor, or school official
- Include a clear diagnosis
- Provide information on current functional limitations that are likely to affect the candidate's ability to take the test under standard conditions
- Provide a specific rationale for each requested adjustment

Note: The age of any documentation submitted must not exceed the number of years outlined in the [Exam Accommodation Request Form](#).

Application Process Summary

The steps to submit an accommodation request are summarized as follows:

- ✓ **Step 1:** Familiarize yourself with all policies and guidelines regarding the application procedure
- ✓ **Step 2:** Complete the Exam Accommodation Request Form
- ✓ **Step 3:** Compile all supporting documentation
- ✓ **Step 4:** Submit all required articles to either the fax number or address listed on the Certiport [ADA page](#). **Note:** Submissions by e-mail are not accepted.

Please allow up to ten (10) business days for forms to be reviewed and processed.

Frequently Asked Questions

Q: What types of accommodations are available?

A: Test accommodations are individualized and considered on a case-by-case basis. Consequently, no single type of test accommodation would necessarily be appropriate for all individuals with disabilities. Please visit our [ADA page](#) for more information.

Q: May I appeal my application?

A: Yes.

Q: Who do I contact with questions?

A: Please e-mail any questions to accommodationscertiport@pearson.com.